

EMERGENCY TEACHER LIBRARIAN SERVICES PERMIT

The emergency permit described in this leaflet is available only at the request of an employer. Individuals may **not** apply directly to the Commission for this document. If you are seeking employment based upon an emergency permit, please contact your prospective employer for more information.

The purpose of the Emergency Teacher Librarian Services Permit is to allow qualified individuals to be employed while completing requirements for the related certification and show progress toward that goal with each renewal. Permits are valid for one year but may not exceed the expiration date of the prerequisite credential. Teaching or service authorized by an emergency permit is restricted to schools operated by the employing agency that requested the permit.

Effective January 1, 2014, emergency permits may be renewed a maximum of two times, authorizing a maximum of three years of service. Permits initially issued prior to January 1, 2014 that have been renewed two or more times shall not be renewed after January 1, 2014.

Authorization

The Emergency Teacher Librarian Services Permit authorizes the holder to perform **all** of the following duties:

- instruct students in accessing, evaluating, using and integrating information and resources in the library program;
- plan and coordinate school library programs with the instructional programs of a school district through collaboration with teachers;
- select materials for school and district libraries;
- develop programs for and deliver staff development for school library services;
- coordinate or supervise library programs at the school, district or county level;
- plan and conduct a course of instruction for those pupils who assist in the operation of school libraries;
- supervise classified personnel assigned school library duties;
- develop procedures for and management of the school and district libraries.

REQUIREMENTS FOR INITIAL ISSUANCE

Individuals must satisfy **all** of the following requirements:

1. Possess a baccalaureate or higher degree from a regionally-accredited college or university
2. Possess a valid prerequisite credential (see *Terms and Definitions*)
3. Satisfy the basic skills requirement. See Commission leaflet [CL-667](#), entitled *Basic Skills Requirement* for additional information.
4. Provide written intent to complete requirements for renewal during the valid period of the permit

5. Completed application ([form 41-4](#)) and application [processing fee](#)
6. The employing agency must have an annual Declaration of Need for Fully Qualified Educators (CL-500) on file with the Commission

REQUIREMENTS FOR RENEWAL

Individuals must satisfy **all** of the following requirements and submit them to the Commission office through their employing agency:

1. The employing agency must verify that they have provided orientation, guidance and assistance to the permit holder on form [CL-469 RSP-LIB](#), entitled *Emergency Permit Renewal Verification Form*. Orientation to teaching is required for the first renewal only. Guidance and assistance must be provided with each issuance. See *Terms and Definitions* for additional information.
2. The employing agency must verify on form [CL-469 RSP-LIB](#) that they have assigned an experienced educator (see *Terms and Definitions*) to guide and assist the individual during the valid period of the permit. Required for each renewal.
3. An authorized person in the credentials office at a California college or university with a [Commission-approved program](#) must verify on form [CL-469 RSP-LIB](#) that an evaluation has been completed identifying requirements the emergency permit holder must complete to be eligible for the related credential. There is no appeal available for this requirement not being completed. Required for the first renewal only.
4. Complete at least six semester units (or nine quarter units) of course work (with a grade of “C” or better) in a Commission-approved professional preparation program required for issuance of the related credential. The course work must have been completed after the issuance date of the current permit and prior to the requested reissue date and must be verified by the authorized individual in the credentials department at the college or university.
5. Possess a valid prerequisite credential (see *Terms and Definitions*)
6. Completed application form ([form 41-4](#)) and application [processing fee](#)
7. The employing agency must have an annual Declaration of Need for Fully Qualified Educators (CL-500) on file with the Commission

TERMS AND DEFINITIONS

Orientation, Guidance and Assistance

The employing agency must provide orientation, guidance, and assistance when an individual obtains, for the first time, an emergency permit. The employing agency may vary the nature, content, and duration of the orientation to match the amount of training and experience previously completed by the emergency permit teacher. This shall include, but not be limited to, an overview of **all** of the following topics:

- Curriculum that emergency permit holder is expected to teach
- Effective techniques of classroom instruction at the emergency permit holder’s assigned level—preschool, elementary, middle, secondary, or adult education
- Effective techniques of classroom management at the emergency permit holder’s assigned level—elementary or secondary to the extent reasonably feasible

- Orientation to teaching shall occur before the emergency permit holder begins his or her teaching assignment.

Experienced Educator

The employing agency must assign an experienced educator to guide and assist the holder of an emergency permit. The experienced educator shall be a certificated employee of the employing agency, or a certificated retiree of a California school district or county office of education, and have completed at least three years of full-time classroom teaching experience.

Valid Prerequisite Credential

For the Teacher Librarian Services Permit, this requirement means to hold **one** of the following at the time of issuance:

- Possess a valid California teaching credential based on a baccalaureate degree and a professional preparation program, including student teaching
- Verify possession of, or demonstrate eligibility for, an out-of-state credential or certificate authorizing service as a school librarian

References: California Education Code, Sections 44265 and 44300, and Title 5, California Code of Regulations, Sections 80023 through 80023.2, 80024.6, and 80026 through 80026.6.